



## ALVORD UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT JOB DESCRIPTION

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### **EXECUTIVE DIRECTOR, PUPIL SERVICES**

(Certificated Management Salary Range 15, plus benefits. Additional \$1,500 stipend for doctorate.)

#### **DEFINITION:**

Under direction of the Assistant Superintendent of Educational Services, the Executive Director, Pupil Services oversees the planning, development, implementation, evaluation and maintenance of programs for all aspects of pupil services including programs for students with exceptional needs, discipline, child welfare and attendance. Ensures compliance with all local, county, state and federal regulations; and performs other duties as assigned. The Executive Director of Pupil Services is a cabinet level position.

**WORK YEAR:** 215 Days

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.*

1. Supervises the total Student Support Services staff districtwide, including developing and supervising programs and initiatives to address student needs in the areas of social/emotional development, attendance, discipline, special education, and student safety on a micro and a macro scale; monitors effectiveness of programs and initiatives supervised.
2. Prepares responses for state and federal complaints and individual lawsuits relating to students.
3. Chairs committees that involve student rights, students with special needs, student admission and student discipline.
4. Works in conjunction with the Assistant Superintendent of Education Services to coordinate counselor efforts to streamline related programs.
5. Represents the District, when assigned, in social, organizational, ceremonial, political, or other functions, as needed, including but not limited to community, regional, and state boards and committees (District and county school boards associations, advisory committees, legislative task force, etc.).
6. Assists the Superintendent and Board of Education in identifying and establishing organizational goals and objectives and developing strategies and feasibility planning to ensure achievement of the District's mission and objectives.
7. Assists principals in the mediation and resolution of parent/student concerns and complaints within established guidelines and policy.
8. Interprets, maintains, and monitors compliance with Board policies, administrative rules and regulations, state and federal mandates, and due process on matters related to Special Education and Pupil Support Services.

9. Coordinates interagency collaboration with county and community agencies, local businesses, and law enforcement agencies, including the fire department and other first responder entities, to leverage resources and services for students and their families.
10. Oversees the collection, management, analysis, and reporting of data related to areas under Special Education and Pupil Support Services.
11. Works in conjunction with the Assistant Superintendent of Education Services to ensure that parent and family engagement programs and activities at each district school site are properly designed and implemented.
12. Supervises and evaluates administrators and managers of Pupil Services.
13. Serves as a resource person for Special Education and Student Services committees by facilitating communications, preparing reports, and compiling research.
14. Attends Board meetings and prepares agenda items and reports and provides technical information to the Board as requested by the Superintendent or designee; reviews and presents Board items affecting Special Education and Student Services; updates the Board in Closed Session regarding confidential student issues as needed.
15. Communicates frequently with all District stakeholders and other agencies and organizations by coordinating and developing means of exchanging information to coordinate activities and programs, resolve issues and conflicts, and facilitate the efficient use of resources.
16. Prepares and delivers oral and written reports, recommendations, and presentations regarding Special Education and Student Services to variety of audiences including: the Board, committees, parents, community, SELPA, County Office of Education, State agencies, etc.
17. Develops and implements short and long-range plans to enhance existing programs and introduce new programs in alignment with the mission, strategic plan, goals, objectives, and policies of the Board of Education and District.
18. Supervises, coordinates, and allocates special education and student services staff, programs, resources, and budgets.
19. Plans and directs Special Education professional development for Special Education staff, General education staff and administrators.
20. Coordinates and manages the District Individualized Education Plan (IEP) procedures, including monitoring compliance issues, meeting notification process, and District level IEP transfers.
21. Supervises, coordinates, and allocates support services staff, programs, resources, and budgets including health services, child welfare and attendance and SARB.
22. Maintains close and effective working relationships among Federal, State, and County agencies; other school districts; community and non-profit organizations; the community and public; and other organizations that work in conjunction with the District.
23. Supervises, reviews, and evaluates the District's independent study program, home hospital program, and individual independent study contracts.
24. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

The position requires the following:

***Knowledge, Skills, and Abilities:***

- Organization, activities, supervision, goals and objectives of Special Education and Pupil Support Services.
- Modern principles and practices of public school administration, principles of instructional and curricular development services including strategies pertaining to the improvement of Student Support Services.
- School law administration and applicable State and Federal laws; Board and District policies and regulations; Principles and practices of administration, supervision, and training.
- All state and federal laws regarding procedural safeguards and compliance items related to Special Education.
- Plan and monitor budgets.
- Collect and analyze data.
- Communicate and utilize human relation strategies and conflict resolution strategies.
- Build productive and effective work-teams.
- Prepare complex and informative documents and reports.
- Prepare detailed presentations to the Board of Education, the public, and other large audiences.
- Understand and interpret laws, rules and regulations, and policies.
- Adapt to changing work priorities.

***Education/Experience:***

- Minimum of a Master's Degree in school administration, curriculum and instruction or related field.
- Doctorate Desirable.
- Experience as a school administrator with progressively responsible experience at both school and district level.

***Other:***

- Fingerprint Clearance
- Tuberculosis Clearance
- Must possess or have the ability to obtain a Valid California Driver's license.

**WORKING CONDITIONS**

*Environment:*

- Office and outside work setting.
- Subject to frequent interruptions and daily contact with District staff and the public.
- Occasional and sometimes frequent driving to various sites, training facilities, and/or other locations as needed.
- May travel to other cities/states for training or other purposes.

*Physical Abilities:*

- Hearing and speaking to exchange information and make presentations.
- Visual ability to read, prepare/process documents and small figures.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting, walking and standing for extended periods of time.

- Occasional bending at the waist and stooping.
- Occasional reaching overhead, above the shoulders and horizontally.
- Mobility.

*Hazards:*

- Working with and around office equipment having moving parts.
- Contact with distraught students, parents and members of the public.